

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC/AMD Staff Notes

FROM:

C/OC-AMD

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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21 DEC 1984

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OC- 10 758-84

1 DEC 1984

MEMORANDUM FOR: Director of Communications

FROM: 

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes 10-14 December 1984

1. During the week, Panel MCN personnel strength remained at status quo. Panel N is 9 technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel N, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 23 technicians under strength. Panel D personnel strength also remained at status quo. The Panel is currently 86 employees over authorized ceiling. There are 116 EOD students in training, while 15 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 60 personnel under strength.

2. Office of Personnel (OP), in an effort to free up personnel to concentrate on recruitment and hiring activities, has asked each directorate to take turns in running the EOD Orientation Program. This consists of a one-day program where new employees are sworn in, assisted in completing the necessary forms and paperwork, receive initial briefings on the Agency's personnel management, organization, and benefits and services. The DDA Personnel Officer has now advised AMD that she can no longer run this program and she will ask each component Personnel Officer in the directorate to take turns doing this in the future and on a rotating basis.

3. OP has advised that they are currently experiencing a shortage of Personnel Officers and they have been unable to find suitable applicants within the Agency. They have, therefore, advertised on the outside and as of last week,  applicants were received and  passed the preliminary screening with PHS packages sent to

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SOURCES OR METHODS INVOLVED

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4. On Wednesday, 12 December, C/PAB and staff members met with PMCD representatives to discuss the status of the TCO Banding implementation. Areas of mutual concern were discussed and it was decided that a meeting with representatives of Office of Finance and OP was needed to ensure that all Banding implementation procedures were on track.

5. The Recruitment and Evaluation Section represented OC during the "DDA Career Days" Fair held at Headquarters on 11-13 December. Many favorable comments were received from those who attended and the DDA personally expressed his pleasure with OC's presentation.

6. Potential TCS and ET applicants selected from the Navy's NCOA Job Bank Booklet are being sent 444A forms, related flyers and letters of interest at the rate of 100 per week. A logging system has been established in the Wang visual memory to track each candidate prior to being placed in processing.

7. CS has 10 instructors enrolled in a TERP-IIA training session. This will provide us more flexibility in introducing the TERP training into the Basic TCA Program, and aid the training in the Capitalization efforts.

8. Eight members of Class TCA 4-84 received overseas assignments; the other 30 individuals will be assigned to Phase II training or a TDY standby assignment controlled by AMD.

25X1 9. In response to a request for support for [redacted] ESS has researched and coordinated the procurement of remote video equipment costing \$8500. ESS will provide TDY assistance from 18-20 December to train AMCA personnel in the video equipment.

10. All video projects requiring character generator input will be delayed due to the breakdown of our system. A New Jersey-based factory engineer is scheduled to arrive at CS on 17 December to repair the unit.

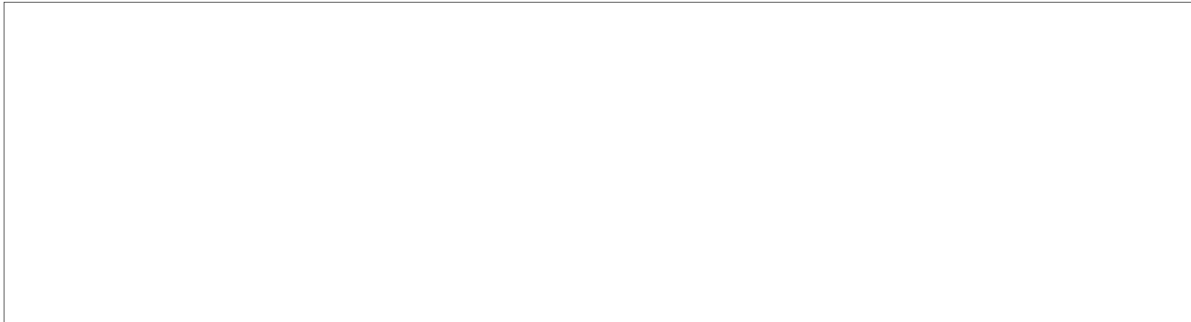
25X1 11. The OC Story videotape has been completed. Two copies are being forwarded to Headquarters for review.

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14. [redacted] continues with the development of an Oscilloscope course using Criterion Reference Instruction (CRI) format.

15. Three Operations and two Technician Instructors are TDY supporting training sessions for the Foreign Network.

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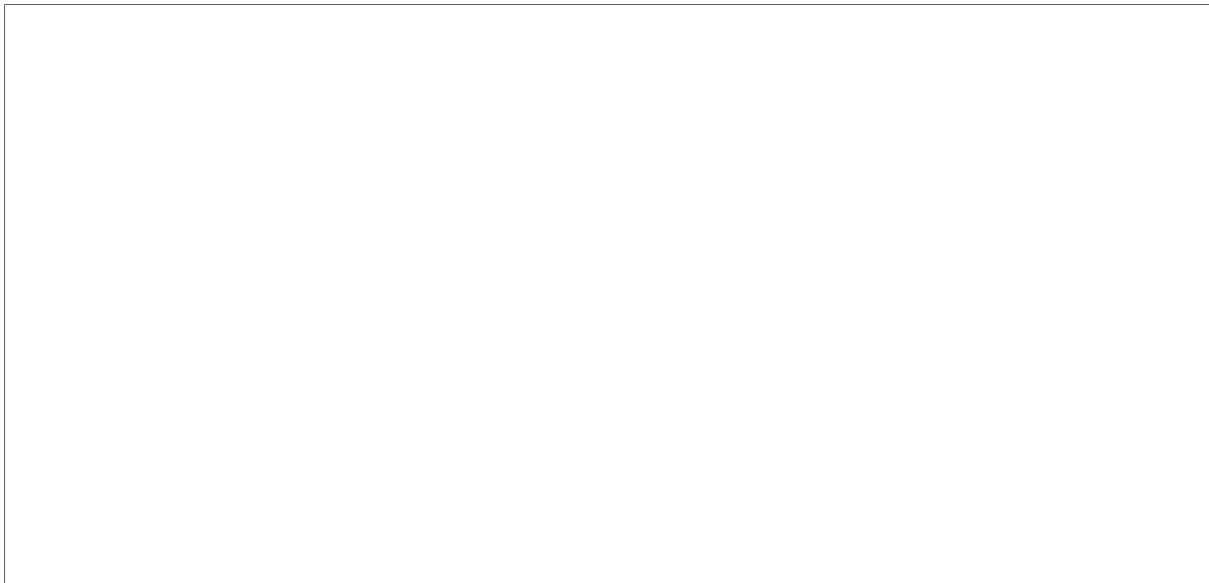


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17. On 12 December, the D/CO presented [redacted] and [redacted] Special Achievement awards in recognition of their excellent performance at CS.

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